



# National Science Foundation

## *Senior Executive Service Vacancy*

**ANNOUNCEMENT NUMBER:** S20020061-LTD

**OPEN:** 01/07/2002

**CLOSE:** 03/08/2002

**POSITION VACANT:** Director, Office of International Science and Engineering, Directorate for Social, Behavioral and Economic Sciences

**LOCATION:** Arlington, Virginia

**SALARY RANGE:** ES-1 to ES-4 (currently \$125,972 - \$138,200) **AREA OF CONSIDERATION:** All Qualified Applicants  
**Announcement is for a two-to-three year limited term appointment. Position is also announced on a career appointment basis in S20020061-C and on an Intergovernmental Personnel Act assignment basis in S20020061-IPA.**

**STATEMENT OF DUTIES:** The National Science Foundation (NSF) seeks a dynamic, visionary leader for its Office for International Science and Engineering (INT). The INT Director assists NSF leadership in the development and implementation of creative strategies that realize the full potential of the international dimensions of NSF investments in science and engineering research and education. The incumbent plays a leadership role in the development of NSF international science and engineering programs and policies and ensures their consistency with U.S. foreign policy objectives, national security concerns, and the NSF Strategic Plan. The INT Director, assisted by an able and motivated INT staff, is responsible for the coordination and integration of international science and engineering programs throughout NSF, and facilitates NSF participation in and/or support of multilateral science and engineering organizations. The Office for International Science and Engineering plans, prioritizes and manages programs and activities that are responsive to promising opportunities presented by the global science and engineering enterprise. INT coordinates its work, as appropriate, with the Department of State, the Office of Science and Technology Policy, other U.S. government technical and national security and foreign affairs agencies and foreign and international science and engineering organizations.

### QUALIFICATIONS REQUIREMENTS EXECUTIVE/MANAGERIAL

#### Essential

1. **Leading Change.** Demonstrated ability to develop and implement a science and engineering research and education vision within an international context. Includes understanding of the relative roles and relationships of academic, government and private organizations involved in the conduct and support of science and engineering research and education in the United States and around the world. Includes the ability to formulate effective program strategies consistent with the overall goals of the organization.
2. **Leading People.** Demonstrated ability to achieve the organization's international objectives by creatively managing and motivating staff. Includes the ability to promote quality through the effective use of performance standards and assessment. Includes leveraging diversity and other differences, promoting developmental opportunities for staff, fostering commitment and team spirit, and constructively resolving conflicts.
3. **Results-driven Leadership.** Demonstrated knowledge and ability in planning, prioritizing and coordinating complex science and engineering programs with an international dimension. Includes the ability to make timely and effective decisions and to produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen.** Demonstrated ability to utilize human, financial, material and information resources in a manner that instills public trust and accomplishes the organization's mission and to take advantage of new technologies to enhance the effectiveness of decision-making. Includes demonstrated ability in recruiting and selecting staff, allocating financial resources, and managing budgetary processes.
5. **Building Coalitions/Communication.** Demonstrated ability to serve as a senior spokesperson for a major organization that supports research and education in science and engineering fields, and to interact constructively with government officials, representatives of professional organizations and the public sector in the U.S. and abroad. Includes the ability to foster partnerships and to coordinate organizational strategy and initiatives with representatives from the international science and engineering communities, from foreign governments, and from other foreign and/or international science and engineering organizations.

## PROFESSIONAL/TECHNICAL

### Essential

1. Ph.D. or equivalent professional experience or a combination of education and equivalent experience in a field of science or engineering.
2. Familiarity and close working relationships with U.S. and international scientists, engineers and organizations, both governmental and non-governmental, involved in international science and/or engineering activities.

### Desirable

1. Demonstrated broad knowledge of science and engineering and of multilateral science and engineering organizations.
2. Knowledge of grant and contract administration, fiscal management, and budget preparation with experience in science and engineering research and education support.
3. Working knowledge of at least one foreign language.

### GENERAL INFORMATION

The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participate in the Federal leave system. Competitive status is not required, veterans preference does not apply and there are no grade restrictions. **The individual selected will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.**

### EVALUATION METHOD

Applicants will be screened for basic eligibility according to the essential qualification requirements. Eligible applicants will be reviewed by an Evaluation Panel according to criteria based on the qualification requirements. The best qualified candidates will be referred to the appropriate official who will recommend selection. All applicants will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical disability, age, membership in an employee organization or other non-merit reason. Any applicant may request information or appeal the procedures and operations of the merit staffing process to the Executive Resources Board.

### APPLICATION INSTRUCTIONS

***Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.***

**1.) Resume or other application format of your choice.** Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately.

**2.) Narrative statement addressing your background in terms of (a) the executive/managerial requirements and (b) the professional/technical requirements.**

**3.) NSF Form 1232, "Applicant Survey."** Submission of this form is voluntary, although encouraged, and will not affect your application for employment. The information provided will be used only for statistical purposes.

**APPLICATION SUBMISSION: Applications must be received by the closing date on this announcement.**

**Applications may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov), mailed or delivered to the following address:** National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: S20020061-LTD, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage <http://www.nsf.gov>. Announcements may be accessed electronically on the World Wide Web under Executive Career Opportunities on NSF's Homepage <http://www.nsf.gov/jobs>. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact located on this vacancy announcement.

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

02 - Contact with NSF Personnel Office

(Agency Bulletin Board or other Announcement)

03 - NSF-initiated personal contact

04 - Science Magazine, or other professional journal or magazine

(specify)

05 - Affirmative Action Register

06 - Attendance at conference, meeting or job fair

(specify)

07 - NSF recruitment at school or college

08 - Colleague referral

09 - NSF Bulletin

10 - Federal, State or local job information center

11 - State vocational rehabilitation agency or

Veterans Administration

12 - State employment office

13 - School or college counselor or other official

14 - Private job Information service

15 - Private employment service

16 - Friend or relative working at NSF

17 - Friend or relative not working at NSF

18 - NSF website

19 - Internet or other website

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**